

Carbon County

Pre-Approved Caterers Rules & Regulations

FACILITY USE

1. Carbon County reserves the right to cancel any event for which the below listed terms of the contract have either not been fulfilled or have been violated prior to or during the event.
2. On site during all food prep will be at least one person who currently holds a Food Safety Managers Certification. All additional workers involved with food service must have in their possession a current Utah Food Handlers Certificate. A copy of these certificates will be provided to the event centers office each year.
3. Caterers may have to share the kitchen with other caterers. Appropriate space and equipment use will be distributed equally.
4. No one under the age of 18 will be allowed to perform food service or work with any equipment in kitchen to include dishwasher. Those 16-18 may bus tables, dry dishes, etc.
5. All rules of the Utah Food Code will be strictly enforced.
6. A responsible representative of the catering service must remain on the premises until all work is completed. The caterers are responsible for arranging removal of all their food and equipment from the premises prior to the checkout inspection.
7. A Kitchen Acceptance / Return Checklists will be used as guidelines to perform joint inspections by caterer and Center staff for:
 - 1) Pre-event acceptance of kitchens by caterer.
 - 2) Maintenance of kitchens by caterers during use, and
 - 3) Post-event return of kitchens in acceptable condition from the caterer prior to leaving the CCEC. The additional Clean-up Requirements listed herein will also be applicable to kitchen use and inspection as well as anything else determined to be necessary by the CCEC personnel.

The caterer shall leave the kitchen area in the same condition as when they started. All equipment and other items must be put back in their original locations. If discrepancies are found & not fixed immediately, a charge of \$25.00 per hour of cleaning will be assessed to the Catering Service, for a minimum charge of 4 hours. Actual charges for damages will be assessed to caterer signing contract. All damage must be reported to CCEC personnel immediately.

CATERING FEE

1. Caterers will pay a "\$2.50 per setting" fee to the Carbon County Event Center for use of the kitchen equipment and additional items (as available):
2. A "\$1.50 per setting" fee for non-cooked foods (meat trays, cookies, cakes, continental type servings.)

ADDITIONAL CLEAN UP REQUIREMENTS

1. Caterers will provide the on-duty staff (no more than 3) with a portion of food comparable to the menu served to the function guests. Staff will not eat with guests.
2. Caterers are responsible for maintaining cleanliness in the kitchen during use to include keeping the kitchen free of spills or debris on the floor areas at all times to maintain a safe working area with clear walkways.
3. Caterers using the catering kitchen equipment will be responsible for the safe operation of all appliances, and will assure that equipment has been cleaned and turned-off after use.
4. All food must be covered when put in refrigerators.
5. Dishes, glasses, and silverware must be thoroughly rinsed off before putting them in the dishwashers. Dishwasher and basket must be drained and cleaned out on every fifth wash to ensure proper cleaning of dishes.
6. Serving trays must be washed and dried before returning to racks.
7. The Approved Catering Service or User will be responsible for removal of all trash from the tables, sinks, counters, and trash containers and for placing all the trash in the dumpsters located outside the building. Boxes must be broken down before placing them in the recycle container.
8. Trash cans must be cleaned out (washed, if necessary) and stacked outside on kitchen dock.
9. All areas must be maintained in a neat and orderly manner, free from any condition, which would contribute to the spread of fire or contamination. All waste must be emptied at the close of the day or periodically during the day into approved containers outside.

OTHER VENDORS / CONCESSIONAIRES

1. All events that contract out with other vendors, concessionaires or any profit making group or organization must disclose on the event application. All the fore mentioned are treated as a business and must adhere to county Event Center Usage Rules & Regulations and are required to contact the fairground's office at **435-636-3214**.

MISC.

1. It is not the responsibility of the fairground's personnel to be present at your event for deliveries or any other arrangements that you have made. A charge of \$25 per hour will be assessed if this happens.